

Work Profile

Schools Officer OO2 and OO3



The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead in addition to the activities outlined in the role accountability section of this document:

OO2	OO3 <i>This role incorporates the duties of Level OO2 plus those listed below.</i>
<p>General</p> <ul style="list-style-type: none"> • Preparation of halls, classrooms for regular school activities, including moving furniture arranging seating etc, in accordance with WHS guidelines and Procedures. • Delivering and collecting mail, parcels and documents • Recording and delivering messages. • Photocopying and/or printing of class notes, notices (provided that this activity does not constitute more than 25% of the duties of the position). • General store duties including receipting, opening up, checking, storing and distributing school supplies and stocks such as soaps, towels, apparatus and general materials. • Maintaining various accurate school registers and the use of computers with pre-established programs. • Stocktaking and recording/engraving of school equipment/furniture and assets. • Other duties, consistent with the duties and responsibilities of the position as directed by the Principal or nominated delegate. • Assist with requirements for significant events such as fetes, plays and major sporting events. <p>Grounds</p> <ul style="list-style-type: none"> • Ensure compliance with workplace health and safety requirements including maintenance of a safe work environment. • Preparation and maintenance of school ovals by way of regular mowing, watering and soil maintenance. (refer WHS guidelines and procedures). • Preparation, marking and general care of all outdoor sporting facilities (eg: basketball, netball and tennis courts, cricket pitches, track and field areas). • Planting, watering and care of trees, shrubs, gardens. • Care of lawns and gardens, including regular mowing and the use of appropriate insecticides 	<p>General</p> <ul style="list-style-type: none"> • Participate in school planning to achieve savings in the areas of utilities and maintenance budgets including provision of advice on these issues as required. • Provide operational support to ensure compliance with State Government and departmental legislation, guidelines, procedures and standards with respect to facilities planning and operational management. • Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards. • Obtain quotes and purchase equipment abiding by departmental purchasing policy guidelines. • Assist in preparation of submission for grants, funding etc, relevant to role.

<p>and fertilisers where necessary. (refer to WHS guidelines and procedures).</p> <ul style="list-style-type: none"> • Work in the field laboratory where there is a junior agricultural course and an agricultural assistant is not employed. • Order and/or collect general grounds care supplies and materials as authorised by the Principal or nominated delegate. • Ground improvement and enhancement activities. • Other grounds care duties, consistent with the duties and responsibilities of the position as directed by the Principal or nominated delegate. 	
<ul style="list-style-type: none"> • Cleaning OO2 	<p>Cleaning OO3</p>
<ul style="list-style-type: none"> • It should be noted that: <ul style="list-style-type: none"> ○ Cleaning staff are allocated time to undertake cleaning around main building areas. ○ Cleaning duties will only form a minor part of the duties of this position. • Assisting with the collection of waste, food and paper within the parameters of the school grounds as agreed by relevant staff and the Principal or nominated delegate for each school. (these duties should not include the emptying of bins in agreed eating areas). • Cleaning duties, that for various reasons such as health and hygiene, requires immediate action and cleaning staff are not rostered on duty when such duties are required. (such cleaning duties should only be performed outside the normal operating hours of the school's cleaning staff). • Clearing of drains and gutters. (each school to determine which part of the drainage system is to be maintained by the schools facilities officer). <p>Grounds</p> <ul style="list-style-type: none"> • Coordination of removal and/or disposal of rubbish. (not to include the emptying of bins in agreed eating areas). 	<p>Cleaning duties: as per OO2</p>
<p>Maintenance OO2</p>	<p>Maintenance OO3</p>
<ul style="list-style-type: none"> • Attending to/or arranging repairs to furniture and equipment. • Monitor and maintain school facilities (locks, windows, lighting etc). • Bring to appropriate attention any repairs required/safety hazards. • Basic maintenance of equipment specific to school with students with disabilities. • Ad-hoc electrical testing and tagging of individual pieces of equipment. • Maintain and update register on periodic maintenance issues, as well as ongoing repairs to such areas as facilities, equipment, tools and 	<ul style="list-style-type: none"> • Ensure electrical checks, carpet cleaning, pest control and other such regular maintenance tasks are performed as required by departmental policy and procedures. • Conduct regular facilities audits. <p>Grounds</p> <ul style="list-style-type: none"> • Undertake specialised tasks associated with maintenance, care and development of grounds and gardens. This includes; <ul style="list-style-type: none"> ○ Landscaping design and construction functions including the use of horticultural machinery, equipment and hand tools. ○ Maintain grounds and facilities plant

<p>grounds.</p> <ul style="list-style-type: none"> • Ensure safe storage and handling of chemicals, fertilisers and fuels. • Swimming pool maintenance as follows: <ul style="list-style-type: none"> ○ Maintaining proper water quality. ○ Testing water. ○ Keeping records of tests. ○ Adjusting/adding chemicals (refer to the WHS guidelines and procedures). <p>Grounds</p> <ul style="list-style-type: none"> • Maintain and conduct minor repairs to grounds (fences, paving, gates, irrigation, chainsaw etc). • Regular services and general maintenance of grounds care equipment for example, mowers, brush cutters, tractors (as per manufacturers' service manuals). 	<p>equipment (eg. Irrigation systems, fertiliser spreader in line with manufacturers' service manuals).</p> <ul style="list-style-type: none"> ○ Provide operational support to the school on a diverse range of grounds management issues, including the analysis of requirements, identification of solutions, planning and coordination of cost effective grounds renewal projects.
<p>Security OO2</p>	<p>Security OO3</p>
<ul style="list-style-type: none"> • Use and maintain the school's security systems and train staff in its effective use. • Banking of school funds. (this does not refer to the collection, receipt, or reconciliation of funds, but rather to the deposition of funds at the appropriate bank institution). • Locking and unlocking buildings (within core hours). 	<p>Security duties: as per OO2</p>
<p>Liaison OO2</p>	<p>Liaison OO3</p>
<ul style="list-style-type: none"> • Limited supervisory responsibilities (including less experienced staff) by providing guidance and advice. Note, this does not include supervision of students. • Liaise with Principal or nominated delegate regarding periodic maintenance of facilities. • Communicate and liaise with a wide range of personnel, students, external contractors and tradespersons in relation to damage to facilities, lost property and repair and maintenance to the school. 	<p>Liaison duties: as per OO2</p>
<p>Knowledge and experience</p>	<p>Knowledge and experience</p>
<ul style="list-style-type: none"> • Positions at this level involve knowledge of the delivery of operational services whose work routines, methods, and procedures are clearly established and there is limited scope for deviation. • Training, both on and off the job, is often a dominant feature of this level. 	<ul style="list-style-type: none"> • Appointment to this level requires proven expertise in the particular discipline with demonstrated proficiency in applying established techniques. • An understanding of the agency's functions coupled with detailed knowledge of the work units' operations, practices and procedures is necessary for competent performance.